



Employee Leave Policy

Effective Date	July 6, 2023
Policy Jurisdiction	University Wide
Responsible Executive	Vice President for Finance & CFO
Responsible Office	Office of Human Resources

Policy Contents

- [Purpose](#)
- [Scope](#)
- [Definitions](#)
- [Policy](#)
- [Procedures](#)
- [Frequency of Review](#)
- [Related Information](#)
- [Policy History](#)

Purpose

The purpose of this policy is to outline employee leave benefits.

Scope

This policy applies to all benefit eligible full-time and part-time employees.

Definitions

N/A

Policy

Holidays and Time Off

The University designates 14 paid holidays during the year. Paid holidays are limited to full-time and part-time employees with regular status and are paid only if the holiday(s) occurs during a period the employee is normally scheduled to work. The rate of compensation for paid holidays will be based on, and limited to, the number of hours the employee is scheduled to work. In those University facilities where it is necessary, certain employees may be required to work on holidays.

Department heads will determine the working schedules for those holidays. The 14 paid holidays recognized by the University are:

- New Year's Day
- Martin Luther King, Jr's Birthday
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Holidays (2 days)
- Christmas Holidays (3 days)
- New Year's Eve

If a holiday falls on a Saturday, it will be observed the preceding Friday. If the holiday falls on a Sunday, it will be observed the following Monday. The scheduled dates for the observance of holidays are announced in the HR Newsletter. Also, a list of holidays will be published annually on the Human Resources website.

Employees must be in a pay status-- either working, on vacation or sick leave, or on Short-Term Disability benefit-- on the scheduled workdays prior to and following the scheduled holidays to be eligible for holiday pay. Employees who are on leave without pay will not be paid for holidays. Patterns of calling off or abuse of leave time will be addressed by supervisors.

Part-time employees shall receive holiday pay on a pro-rated basis (i.e., an employee who works 22 hours per week shall receive 4.5 hours of holiday pay which is representative of 59% of full-time holiday pay).

Non-exempt employees who are required to work on holidays will receive their regular pay for the holiday plus straight-time payment (double time) for the hours worked on the holiday. Such holiday schedules shall be at the discretion of the unit head.

Vacation Leave

All full-time regular employees, except those under an academic-year contract, or those employees who

work fewer than 32 hours per week on a 12-month basis, will begin accruing vacation on the first day of employment with the University.

Positions of an administrative director level (head of a department, administrative unit, division) or higher-level position and employees with faculty status (e.g., library faculty) shall earn leave (vacation) at the rate of 1.66 days per month. Accrued vacation time may be allowed to exceed 30 days within a calendar year; however, all accrued vacation time over 30 days will be removed from the employee's leave balance at the end of each year.

Vacation time for all other eligible employees shall be earned as follows:

Years of Employment	Rate Per Month	Annual
1-2	.833	10 days
3-4	1.000	12 days
5-9	1.250	15 days
10 +	1.660	20 days

The pay rate for vacation time will be based on the employee's normal rate of pay. In the case of those employed on an hourly basis the pay will be based on the hourly rate and normal hours, excluding any overtime, worked each week.

Example: If an employee works for a total of 32 hours per week (four eight-hour days), he or she will be paid for 32 hours during a vacation week. That is, the employee would receive a normal week's pay while on vacation for one week or, if less than a week is taken, the employee would be paid for 6.4 hours per day of vacation taken. The supervisor may permit the employee to divide vacation time into more than one period of absence if departmental work requirements can be met. The normal period for using vacation is from the close of spring semester to the opening of fall semester (May through August). Vacation periods may be changed based on departmental needs. All vacation leave for both exempt and non-exempt employees must be submitted and approved in advance of the anticipated leave. Employees are expected to monitor their vacation leave balances to ensure they have sufficient time available and do not go into arrears.

Vacation time will not accrue during unpaid leaves of absence, including leaves due to Worker's Compensation injuries, short-term disability or long-term disability periods when the employee has exhausted vacation and sick leave, or during breaks in service; however, vacation time will accrue during an approved paid leave of absence, paid vacation, or paid sick-leave period.

Employees will be paid for any net accrued and unused vacation upon termination from the University; however, although an employee's vacation accrual rate may be allowed to exceed 30 days during the calendar year, the amount of accrued vacation allowable for reimbursement upon termination is limited to a maximum of 30 days. Termination payment will be based on the employee's salary at the time of

termination.

Sick Leave

All full-time, regular employees, except those under an academic year contract or those employees who work fewer than 32 hours per week on a 12-month basis, will begin accruing sick leave on the first day of employment with the University at the rate of one day per month.

Employees who are absent due to their own illness or an illness of their spouse or domestic partner or other immediate family (parents, sister, brother, children, son/daughter-in-law, father/mother-in-law) will be paid at their regular rate of pay up to the amount of sick time they have accrued. Employees are expected to monitor their sick leave balances to ensure they have sufficient time available and do not go into arrears.

Unused sick leave will be carried over on December 31 of each year and allowed to accumulate. Accrued sick time may be allowed to exceed 30 days; however, all accrued sick time over 30 days will be removed from the books on December 31 of each year.

Sick leave will not accrue during unpaid leaves of absence, including leaves due to Worker's Compensation injuries, or during breaks in service; however, they will accrue during an approved paid leave of absence, paid vacation, or paid sick-leave period.

Employees who have a minimum of 20 years of service with the University will be paid any net accrued and unused sick time upon their termination from the University; however, although an employee's accrued balance may exceed 30 days during the calendar year, the amount of accrued sick leave allowed for reimbursement is limited to a maximum of 30 days. Termination payment will be based on the employee's salary at the time of termination.

Leaves of Absence - Paid and Unpaid

Under special circumstances, the University may grant paid and unpaid leaves of absence on a case-by-case basis. All requests for special leaves of absence must be submitted to the appropriate Dean or Vice President/Director of Athletics for consideration in consultation with Human Resources. The employee requesting the leave shall receive a copy of the final approved leave arrangement, with a copy sent to Human Resources. Persons on approved unpaid leave are responsible for paying the employee portion of benefit premiums.

Bereavement Leave

Special bereavement leave is allowed for deaths in the immediate family (spouse, parents, sister, brother, children, son/daughter-in-law, father/mother-in-law). As necessary, up to three days with no loss of pay may be granted. Up to one day may be granted for the purpose of attending a funeral of

family members other than those classified as "immediate" family. Employees shall notify their supervisor that bereavement leave is needed. Bereavement leave shall be input on the employee's leave report or timesheet.

Domestic Violence Leave

In accordance with Florida law, Stetson University will provide leave to victims of Domestic Violence who need to take time off for one of the following covered reasons:

1. To seek an injunction for protection against domestic or sexual violence;
2. To obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from an act of domestic violence;
3. To obtain services from a victim organization, such as domestic violence shelters or rape crisis centers as a result of the act of domestic violence;
4. To make the home secure against the domestic violence perpetrator or to seek new housing to escape the perpetrator; or
5. To seek legal assistance to address domestic violence issues or attend to prepare for domestic violence related court proceeding arising from the act of domestic violence.

Except in cases of imminent danger to the health or safety of the employee, employee's family or household members, the employee must provide at least 48 hours' notice of the need for Domestic Violence Leave to their immediate supervisor and to the Director of Human Resources, along with sufficient documentation of the act.

Employees may be granted up to three days of unpaid leave in any 12-month period if the employee or a family member (as defined by the federal FMLA guidelines) or household member of an employee is the victim of domestic violence. To be granted up to three days of unpaid leave the employee must have been employed by the University for at least three months. The employee is permitted to use any accrued leave time, if available, during such leave.

Compassionate Transfer of Leave

The purpose of the Compassionate Transfer of Leave (CTL) policy is to allow eligible full-time, benefits-eligible staff members who have exhausted all forms of paid leave to supplement their lost wages using vacation leave* donated to a Compassionate Transfer of Leave pool by other University staff members.

An employee may voluntarily transfer a portion of their accrued vacation leave* hours to a pool for eligible employees who are unable to work due to an emergency medical situation. An emergency medical situation is defined as incapacitation for an extended period of time due to a non-work-related illness or injury, which creates a financial hardship because the staff member has exhausted all accrued sick and vacation time. The emergency medical situation may be related to either the staff member or a

member of their immediate family. "Immediate family" refers to the staff member's spouse/domestic partner, children, and parents and follows federal FMLA guidelines.

* Sick time may be donated by staff members who have a minimum of 20 years of service with the University and are eligible for a payout of net accrued and unused sick time upon their termination from the University.

A. Staff Members Transferring Leave Hours:

- Transfers of leave are voluntary and no staff member may be coerced, threatened, or intimidated into transferring leave hours under this policy.
- In order to maintain requestors' anonymity, hours will be solicited when the CTL pool falls below 150 hours.
- The transferring staff member must retain a minimum balance of 75 hours in their vacation bank (or sick leave bank, if eligible) after the transfer of leave hours.
- Hours must be donated by submitting the *Compassionate Transfer of Leave Donor* form (found on the HR website) to the local Human Resources Office.
- Donations will be made in hourly increments and then converted to dollars based on the donor's rate of pay.
- Upon departure from Stetson University, a staff member may choose to donate any remaining vacation time (up to the 30 day maximum) rather than receiving a cash reimbursement for accrued time. Staff members with a minimum of 20 years of service with the University and are eligible for a payout of net accrued and unused sick time may choose to donate that time, up to the 30 day maximum. Please note that per IRS regulations, leave time donated is not eligible for a tax deduction by the donor.

B. Staff Members Receiving Transferred Leave Hours:

- Must have been continuously employed by the University in a full-time, benefits-eligible position for at least one year immediately prior to receiving any transferred hours.
- Prior to application, the staff member must have exhausted all sick and vacation leave balances.
- Must not have received a warning for excessive absence or attendance issues in the past 12 months.
- Must be on an approved and authorized medical leave of absence in order to receive and utilize transferred leave hours.
- Must apply for transferred leave by submitting the *Request for Compassionate Transfer of Leave* form (found on the HR website) to the local Human Resources Office.
- During the time away from work, the staff member must not be receiving any disability benefits or other type of University-related payments.
- Employees utilizing transferred leave will not accrue additional sick or vacation leave hours based on the time paid under transferred leave.
- May utilize a maximum of 20 transferred leave days (after conversion to recipient's hours) in a 12-month rolling period.

C. Limitations:

- The availability of transferred leave hours for a staff member under this policy does not automatically authorize that staff member's time off from work and/or pay continuation.
- Transferred leave hours under this policy will run concurrently with authorized medical leave policies.
- Any unused transferred leave hours are irrevocable and will remain in the CTL pool. These hours will not be returned to the transferring employee who provided the leave hours nor shall they be retained by the recipient for use beyond the provisions allowed by this policy.
- Donations from current staff members will be accepted from January 1st – September 30th of each year. Staff members who leave Stetson between October 1st and December 31st may choose to donate any remaining vacation time (up to the 30 day maximum) rather than receiving a cash payment. Donations will not be accepted in lieu of forfeiture at the end of the calendar year.
- Once the fund reaches a maximum account balance, as determined by the Executive Vice President and CFO, no additional donations will be accepted.
- Policy does not apply to faculty members.

Jury Duty

The University accepts as a part of responsible citizenship with its employees the privilege of jury duty. If an employee is called for jury duty, consultation with the supervisor is necessary. If reasonable arrangements can be developed to provide for the employee's duties, the employee is allowed special leave with pay for jury service. This special leave is limited to two weeks. However, employees appearing in court on their own behalf, or as plaintiffs or defendants, must use personal leave time. Employee should notify their supervisor and provide a copy of the summons for jury service and then be filed with the Payroll & Human Resources Offices. Upon completion of jury duty service the letter from the Clerk of Court must be submitted to the Payroll & Human Resources Office.

Military Leave and Re-Employment Rights

General Provisions

This policy is only a summary of the Uniformed Services Employment and Reemployment Rights Act of 1994. The law itself governs any individual case. Because many circumstances may affect the interpretation of an individual case, the Office of Human Resources should be consulted to clarify the university's obligations.

In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Military Leave and Re-Employment Rights outlined herein apply to all faculty and regular full and part-time staff members who work 1,000 hours annually. Temporary and casual employees are not eligible for employment with reinstatement rights under the provisions of USERRA.

Any employee as described above who is drafted, volunteers, or is called to active duty in any branch of

the Armed Forces of the United States shall upon completion of such service be reinstated or reemployed with Stetson University in accordance with the applicable laws governing such matters as described below.

Compensation and Benefits

Employees are required to provide written notice requesting military leave as soon as is practicable following notification of military duty.

1. Vacation/Sick Time: Military leave is taken in a non-paid status. However, employees may request to use accrued vacation time while out on military leave. Employees on military service leave will not accrue vacation or sick leave.
2. Health Coverage: For military leaves 30 days or less in duration, the employee and any covered dependents will continue enrollment in the university's health plan for the period of military leave at the normal employee shared rate. If the leave extends beyond 30 days, health coverage can be extended up to five years and the employee will be expected to pay the full premium. Any employee requesting military leave should contact the Office of Human Resources as soon as possible upon notification of military duty to determine benefits status.
3. Pension Benefits: Upon return from military leave, the university will give retroactive contributions to the TIAA-CREF Retirement Annuity on the same basis as if the employee had not left provided the employee was an enrolled member of the pension plan at the time leave commenced. Percentage of the contribution will be based on the employee's base salary and shall take into account any pay increases that may have occurred during the leave period. If an employee was enrolled in an SRA (Supplemental Retirement Annuity), the employee may repay missed contributions over a period not to exceed five years. Any returning employee should contact the Office of Human Resources for assistance.
4. Tuition Benefits: For military leaves 30 days or less in duration, the employee and any covered dependents will continue enrollment in the university's tuition waiver program provided the employee or dependent(s) were enrolled at the time military leave commenced. For leaves in excess of 30 days, the employee should contact the respective Vice President or Academic Dean for individual consideration.

Reemployment Provisions

1. Employees returning from military leave are entitled to the same or a similar position, provided they notify their immediate supervisor, vice president, dean, or the Office of Human Resources as follows:

Period of Active Duty	Timing of Notice After Leave Ends	Method of Notice
30 Days or Less	Next Day	Verbal or Written
31-180 Days	Within 14 calendar days of leave	Employment Application
181 Days-Five Years	Within 90 Days	Employment Application

2. If it is necessary to replace an employee who is granted a leave of absence for military service, the appointment of the replacement shall not exceed the duration of the military leave of the original employee. During this period of employment, the replacement hire shall not be granted a military leave of absence and shall be informed in writing of the conditions of employment upon commencement of hire. Supervisors should contact the Office of Human Resources for assistance.

Procedures

N/A

Frequency of Review

This policy shall be reviewed every three years. However, changes in legal regulations, requirements, or university business needs may require a more frequent review/revision schedule.

Related Information

N/A

Policy History

Date of Revision	July 6, 2023
Action and Notes	Addition of two paid holidays, revision to holiday and time off text. <i>April 28, 2003 - Original policy approval</i> <i>May 1, 2018 - Compassionate Transfer of Leave effective</i>
Approving Authority	Leadership Operations
Effective Date	July 6, 2023